

Welcome to the Office of Finance & Administration!

Tougaloo College recognizes that the pursuit of higher education represents a significant financial commitment for most students and their families. The Office of Finance and Administration is committed to working closely with all students to finance their education.

Our mission is to provide quality service to our students, parents, alumni and the College community in a professional and courteous manner, while maintaining the highest possible standards of accuracy in the administration of the College's finances and while maintaining an environment that values people and fosters respect.

Through financial aid, loans, federal, state and private grants, and payment plans, we will work with students and parents to make a Tougaloo education an affordable choice. The Office of Finance and Administration includes the following departments:

- Bursar's Office
- Accounting Services
- Bookstore
- Human Resources/Payroll
- Purchasing/Inventory
- Postal Services

Should you have questions or concerns, please feel free to stop by our office or call my Administrative Assistant, Mrs. Constance Houseworth at 977-7716, to schedule an appointment.

Thank you for choosing Tougaloo College for your educational experience.

Cynthia Melvin, PhD
Vice President for Finance & Administration

Office of the Bursar

The Office of the Bursar is responsible for the assessment and collection of student tuition and fees and providing account analysis to students. Payments for tuition and fees are accepted throughout the year, either in person or by mail. The Bursar's Office is also responsible for processing all cash deposits and payments made to the College.

For information or questions, please contact: Mr. Arick Jamison, Bursar, at (601) 977-7725; Mrs. Tiffany Bell, Student Account Specialist/Cashier, at 601-977-7715 or Mrs. Constance Houseworth, Administrative Assistant to Finance and Administration at 601-977-7716.

Regular Office Hours

Monday – Friday
8:00 a.m. – 5:00 p.m.

Regular Cashier's Window Hours

Monday - Friday
8:30 a.m. - 4:30 p.m.

Summer Office Hours

Monday – Friday
8:00 a.m. – 4:00 p.m.

Summer Cashier's Window Hours

Monday - Friday
8:30 a.m. - 3:30 p.m.

FINANCIAL INFORMATION

Tuition and fees at Tougaloo College are maintained at the lowest possible cost consistent with other private colleges. In fact, tuition and fees paid by the student cover less than one-third of the total cost of operating the College. The remainder comes from the endowments, contributions, alumni and other public-spirited persons, and grants from government agencies, private foundations, and corporations.

In estimating the total cost of attending Tougaloo College, students should also include an additional \$600.00 per semester for books and supplies. The cost of travel, clothing, and personal items is not included in the tuition package. The College reserves the right to correct errors in student charges that are discovered subsequent to initial billings or fee assessment. All fees are subject to change by the Administration and Board of Trustees without prior notice.

PAYMENT OF TUITION AND FEES

Tuition and fees are due in full at registration. A student's registration is not considered complete for any given semester until all expenses are paid in full or acceptable payment arrangements are made through the Bursar's Office. A late registration fee will be assessed for fees paid after the first day of classes. College policy requires timely payment for all charges owed to Tougaloo College, including but not limited to, tuition and fees, library fines, traffic/parking fines, medical expenses, residential charges, and late fees. Withdrawal from classes does not negate the student's responsibility to pay the balance of fees after the semester has begun. Per Federal regulations on the right to privacy, statements will be addressed to the student's permanent address. Therefore, the student is ultimately responsible for payment. Parents/guardians (or anyone else) may not receive specific information about a student's bill, credit balance or excess (refund) checks. If a parent or another third party is accepting responsibility for making payments on the student's behalf, it is the responsibility of the student to SHARE ALL correspondence, including billing statements, with those individuals.

DEFERRED PAYMENT PLAN

Although all charges are due in full at registration, students in good financial standing at Tougaloo College may choose the Tuition Payment Plan offered by the College's educational partner. There is a charge (*See Explanation of Fees*) to enroll in the plan and the student must sign a consent agreement that makes each student liable for the payment of all charges and fees incurred by the student while enrolled. Any student who has not made satisfactory arrangements with the business office regarding his/her account may be administratively withdrawn from Tougaloo College. A late fee will be assessed to the accounts of all students who have not paid their balances in full by the following dates:

FALL: December 1st

SPRING: May 1st

Payments are due on the 1st of each month beginning in August for the Fall Semester, and January for the Spring Semester. Failure to receive a statement will not be accepted as a reason for missing the payment deadline. If you have not received a statement, please contact the Office of the Bursar by phone at 601-977-7725. For more information about the payment plan, please visit the Bursar's Office.

DELINQUENT STUDENT ACCOUNTS

Every reasonable effort shall be made to collect delinquent student accounts. The Bursar's Office will take the necessary steps to collect amounts not paid. Students with delinquent accounts will not be allowed to take exams, receive a degree or transcript, or to register for subsequent courses until all bills are paid. Any costs of collection, including interest, collection fees, and legal fees become the responsibility of the student. **No student shall enter classes until all fees and any past due balances are paid in full.**

TYPES OF PAYMENT

Checks should be made payable to Tougaloo College and sent to: Tougaloo College, Office of the Bursar, 500 West County Line Road, Tougaloo, Mississippi 39174. The College also accepts Visa, MasterCard, Discover, American Express, travelers and cashier's checks, and money orders. To expedite processing, please include your name and student identification number on all forms of payment.

TOUGALOO COLLEGE
2010-2011 BOARD APPROVED TUITION & FEES*
TRADITIONAL STUDENTS

Tuition Rate per Credit Hour: \$385.00
Full Time Flat Fee Tuition 12-18 hours \$4,620.00

PER SEMESTER	Commuter	Branch Hall/ Renner Hall	Berkshire/ New Dormitory <i>(Triple & Quadruple Occupancy)</i>	New Dormitory <i>(Double Occupancy)</i>
Tuition	\$4,620.00	\$4,620.00	\$4,620.00	\$4,620.00
Room	-0-	\$1,105.00	\$1,525.00	\$2,000.00
Board	-0-	\$1,165.00	\$1,165.00	\$1,165.00
General Fees	\$235.00	\$235.00	\$235.00	\$235.00
Residential Service Fees	-0-	\$242.50	\$242.50	\$242.50
Commuter Service Fees	\$95.00	-0-	-0-	-0-
TOTAL:	<u>\$4,950.00</u>	<u>\$7,367.50</u>	<u>\$7,787.50</u>	<u>\$8,262.50</u>
ANNUAL TOTAL	<u>\$9,900.00</u>	<u>\$14,735.00</u>	<u>\$15,575.00</u>	<u>\$16,525.00</u>

2010 – 2011 FLAT FEE TABLE RATES

Tuition Rate per Credit Hour: \$385.00

CREDIT HOURS	RATE
0.01 – 3.00	\$1,155.00
4.00 – 4.99	\$1,540.00
5.00 – 5.99	\$1,925.00
6.00 – 6.99	\$2,310.00
7.00 – 7.99	\$2,695.00
8.00 – 8.99	\$3,080.00
9.00 – 9.99	\$3,465.00
10.00 – 10.99	\$3,850.00
11.00 – 11.99	\$4,235.00
12.00 – 18.00	\$4,620.00
18.01 – 19.00	\$5,005.00
19.01 – 20.00	\$5,390.00
20.01 – 21.00	\$5,775.00
21.01 – 22.00	\$6,160.00

*** The fees listed above are subject to change upon approval of the Board of Trustees.**

NON-TRADITIONAL STUDENTS

Tuition Rate per Credit Hour: \$271.00

TOTAL HOURS	TUITION	GENERAL FEES	COMMUTER SERVICE FEES	TOTAL
0-3	\$813.00	\$235.00	\$95.00	\$1,143.00
4	\$1,084.00	\$235.00	\$95.00	\$1,414.00
5	\$1,355.00	\$235.00	\$95.00	\$1,685.00
6	\$1,626.00	\$235.00	\$95.00	\$1,956.00
7	\$1,897.00	\$235.00	\$95.00	\$2,227.00
8	\$2,168.00	\$235.00	\$95.00	\$2,498.00
9	\$2,439.00	\$235.00	\$95.00	\$2,769.00
10	\$2,710.00	\$235.00	\$95.00	\$3,040.00
11	\$2,981.00	\$235.00	\$95.00	\$3,311.00
12-18	\$3,252.00	\$235.00	\$95.00	\$3,582.00

NON-TRADITIONAL TAKING ONLINE COURSES

Tuition Rate per Credit Hour: \$271.00

Distance Fee Rate per Credit Hour: \$50.00

TOTAL HOURS	TUITION	Distance Learning Fee	TOTAL
0-3	\$813.00	\$150.00	\$963.00
4	\$1,084.00	\$200.00	\$1,284.00
5	\$1,355.00	\$250.00	\$1,605.00
6	\$1,626.00	\$300.00	\$1,926.00
7	\$1,897.00	\$350.00	\$2,247.00
8	\$2,168.00	\$400.00	\$2,568.00
9	\$2,439.00	\$450.00	\$2,889.00
10	\$2,710.00	\$500.00	\$3,210.00
11	\$2,981.00	\$550.00	\$3,531.00
12-18	\$3,252.00	\$600.00	\$3,852.00

*** The fees listed above are subject to change upon approval of the Board of Trustees.**

ONLINE STUDENTS

Tuition Rate per Credit Hour: \$271.00

Distance Fee Rate per Credit Hour: \$50.00

TOTAL HOURS	TUITION	Distance Learning Fee	TOTAL
0-3	\$813.00	\$150.00	\$963.00
4	\$1,084.00	\$200.00	\$1,284.00
5	\$1,355.00	\$250.00	\$1,605.00
6	\$1,626.00	\$300.00	\$1,926.00
7	\$1,897.00	\$350.00	\$2,247.00
8	\$2,168.00	\$400.00	\$2,568.00
9	\$2,439.00	\$450.00	\$2,889.00
10	\$2,710.00	\$500.00	\$3,210.00
11	\$2,981.00	\$550.00	\$3,531.00
12-18	\$3,252.00	\$600.00	\$3,852.00

*** The fees listed above are subject to change upon approval of the Board of Trustees.**

SUMMER SCHOOL FEES

CAMPUS BASED CLASSES

SUMMER SESSION I

Rate per Credit Hour: \$125.00
General Fee: \$75.00

SUMMER SESSION II

Rate Per Credit Hour: \$125.00
General Fee: \$75.00

TOTAL HOURS	TUITION	GENERAL FEE	TOTAL
1	\$125.00	\$75.00	\$250.00
2	\$250.00	\$75.00	\$295.00
3	\$375.00	\$75.00	\$450.00
4	\$500.00	\$75.00	\$575.00
5	\$625.00	\$75.00	\$700.00
6	\$750.00	\$75.00	\$825.00
7	\$875.00	\$75.00	\$950.00
8	\$1,000.00	\$75.00	\$1,075.00
9	\$1,250.00	\$75.00	\$1,200.00

**SUMMER SCHOOL FEES
FOR ONLINE CLASSES**

SUMMER SESSION I

Rate per Credit Hour: \$200.00
Learning Fee per Credit Hour: \$50.00

SUMMER SESSION II

TOTAL HOURS	TUITION	DISTANCE FEE	TOTAL
1	\$200.00	\$50.00	\$250.00
2	\$400.00	\$100.00	\$500.00
3	\$600.00	\$150.00	\$750.00
4	\$800.00	\$200.00	\$1,000.00
5	\$1,000.00	\$250.00	\$1,250.00
6	\$1,200.00	\$300.00	\$1,500.00
7	\$1,400.00	\$350.00	\$1,750.00
8	\$1,600.00	\$400.00	\$2,000.00
9	\$1,800.00	\$450.00	\$2,250.00

*** The fees listed above are subject to change upon approval of the Board of Trustees.**

EXPLANATION OF FEES

TUITION FEES

Tuition rates for traditional students at Tougaloo College are \$385.00 per credit hour.

Tuition rates for non-traditional students at Tougaloo College are \$271.00 per credit hour.

GENERAL FEES

All students, residential and non-residential, are required to pay general fees at each semester registration. The general fees for all students are \$235.00. General fees are non-refundable and include the following:

- Student Health Insurance - \$110.00
- Student Government Association - \$20.00
- Student Activities - \$50.00
- Yearbook - \$45.00
- United Negro College Fund - \$10.00

RESIDENTIAL SERVICE FEES

Residential students are assessed residential service fees of \$485.00 per year. The assigned occupants of the residence halls are financially responsible for all of the property that is part of the assigned rooms, including doors, windows and other furnishings. Charges for destruction or loss of any property will be charged to the occupant(s) of the room. The dormitory fees also cover other services provided in the dormitory. These fees are payable at first and second semester registration (where applicable). The residential service fees are non-refundable and include the following:

- Dormitory Fees- \$235.00
- Laundry Fee - \$60.00
- Computer Service Fee- \$160.00
- Health & Wellness Fee- \$30.00

COMMUTER SERVICE FEES

Commuter students are assessed \$190.00 for commuter service fees each year, \$95.00 for the fall and spring semesters. The commuter service fees are non-refundable and include the following:

- Computer Service Fee- \$160.00
- Health & Wellness Fee- \$30.00

AUDIT FEE

Students are assessed a \$50.00 per course fee for auditing a course and no academic credit hours can be earned.

TRANSCRIPT PROCESSING FEES

Students who have met all financial obligations to the college are eligible to receive copies of their transcript upon completion of a transcript request form. There are transcript processing fees of \$3.00 per unofficial copy and \$5.00 per official copy. There is a 3-5 day processing period and the fees are non-refundable.

ROOM RESERVATION FEES

Room reservation fees of \$50.00 are required of each student planning to live on campus. The room reservation fees are non-refundable and include the following:

- Processing Fee- \$20.00
- Key Fee- \$30.00

DELINQUENT FEE

A delinquent fee will be assessed to any student's account whose payment for billed tuition, fees, room and board is *not received* by the due date on the statement or by the agreed upon payment plan.

LATE REGISTRATION FEE

Any student who does not complete the registration process at the time designated by the College will be charged a late registration fee of \$100.00.

DEFERMENT FEE

Students who are unable to meet their financial obligations at registration must enroll in the TuitionPay Plan provided by Sallie Mae, Inc. The student is charged an enrollment fee and must sign an agreement with Sallie Mae. The enrollment fees are as follows:

- Annual Plan - \$100.00
- Semester Plan - \$60.00

REPLACEMENT IDENTIFICATION CARD FEE

All students are required to have a Tougaloo College student identification card to gain access to sporting events and other activities when required. The original card is free when made during registration. A replacement card fee of \$10.00 is assessed, payable in the Cashier's Office, when a replacement card is requested, and cannot be charged to the student's account.

GRADUATION FEE

A graduation fee of \$75.00 is required of all graduates in order to cover the various expenses associated with graduation (i.e. diploma, cap and gown). This fee is charged regardless of participation in the graduation ceremony. Candidates for graduation must pay all bills due the College in full by April 30. Caps and gowns will be available for pick up in the Office of the Bursar.

COURSE OVERLOAD FEES

Students registered for an excess of 18 hours per semester will be charged the rates below for each hour over and above the 18-hour limit:

- Traditional students - \$385.00 per credit hour
- Non-traditional students - \$271.00 per credit hour

RETURNED CHECK FEE

There is fee of \$50.00 for checks returned by the bank due to insufficient funds. More than two returned checks will result in the requirement that all future payments be made with guaranteed funds (cashier's check, money order, or cash).

SPECIAL FEES ASSESSED BY THE COLLEGE

Students in art, laboratories, and physical education courses are assessed fees to cover expenses associated with these courses. Other charges assessed to students include but not limited to: library fines, traffic fines, dormitory fines and other charges for destruction of college properties.

OTHER FINANCIAL INFORMATION

UNOFFICIAL WITHDRAWAL POLICY

If you stop attending the College and do not officially withdraw, it is considered to be an unofficial withdrawal and will be subject to general withdrawal policies. The date of withdrawal will be the latest date based on a student's attendance at an academically – related event (classes, symposiums, i.e.). If the last date of attendance is not known, the midpoint of the semester will be used as the withdrawal date.

*****PLEASE NOTE*****

IF YOU ARE RECEIVING FINANCIAL AID, A CHANGE IN YOUR ENROLLMENT STATUS OR YOUR WITHDRAWAL FROM THE COLLEGE MAY RESULT IN YOUR HAVING TO REPAY PROGRAMS FROM WHICH YOU RECEIVED FINANCIAL AID. IN ADDITION, YOU MAY OWE FEES TO THE COLLEGE AFTER FUNDS ARE RETURNED TO THE FINANCIAL AID PROGRAM.

HOUSING WITHDRAWAL POLICY

A student withdrawing from the residence hall within a specified period is entitled to a refund for room and board according to the pro-rated scale below. To be eligible for a refund, the student must properly withdraw from the residence hall. Students withdrawing or removed because of disciplinary action may forfeit the right to a refund. The date of withdrawal will be referred to as the date on which the Director of Residential Life is officially notified by the student with the submission of the completed Residence Hall Withdrawal Form. Refunds will be based on fees actually paid as of the withdrawal date. Refunds should not be expected until four weeks after the official date of withdrawal.

Fall and Spring Terms

<u>Segment of Semester</u>	<u>Refund</u>
Withdrawal within the First week of classes	50%
Withdrawal within the Second week of classes	40%
Withdrawal within the Third week of classes	30%
Withdrawal after the Third week of classes	No Refund

Summer Term

<u>Segment of Semester</u>	<u>Refund</u>
Withdrawal on the First day of classes	50%
Withdrawal on the Second day of classes	40%
Withdrawal on the Third day of classes	30%
Withdrawal after the Third day of classes	No Refund

SINGLE ROOM POLICY

Students may apply for a single/private room after the residence hall adjustment period. All students who choose to reside in a private room will be charged an additional \$400.00 per semester. Students who choose not to have a single room will be consolidated. If you desire to remain in a single occupancy room, you will be charged per semester. Fees are subject to change by the Administration without notice.

CHECK CASHING POLICY

The College does not provide personal check cashing services for students. Students may cash traveler's checks, money orders and cashier's checks up to \$50.00 for personal needs.

BOOKSTORE VOUCHER POLICY

The College will allow students with sufficient financial aid to receive a book voucher to purchase only books from the College Store. Book Vouchers are issued in increments of \$25.00 with a minimum of \$100.00 and a maximum of \$650.00. Institutional Scholars who receive full Presidential Scholarship or Full Athletic Scholarships are only eligible for \$150.00 each semester. This amount will be billed to the students account. Once the voucher has been issued, the entire voucher amount must be used in the bookstore, as no refunds will be posted to the student account. If there is a remaining credit balance, the student can request a gift card from the bookstore that will allow the credit balance to be used at a later date.

REFUND POLICIES

LIBERTY BANK-STUDENT DEBIT CARD

Liberty Bank – "Student Debit Card" was designed to fit those hectic, busy lifestyles of today's college students. This card goes beyond a conventional checking account. The Liberty Card gives you a faster way of accessing your student refund and student payroll monies through an account. No checks, no checkbooks, pens, and two forms of identification. Just swipe the card and enter your PIN code and you have immediate access to your money on both refund and student payroll days. The card also offers you a more economical way of account management, in that; it eliminates the need to purchase checks, which will save you money in check-printing charges. Moreover, Liberty Bank's Student Debit Card is a convenient way to buy the products and services you need. Use your card wherever VISA debit card is accepted. It's the withdrawing; depositing and transferring funds card all in one. All students receiving federal student aid that includes refunds, work-study and work-aid are required to have a Liberty Bank Student Debit Card. Please visit them on the web at www.libertybank.net.

TUITION REFUND POLICY

Students who withdraw from classes may be due a refund of all or a portion of their tuition and fees. Full refund of tuition is usually allowed before classes start and a prorated refund after the beginning of the semester. Refunds as a result of official withdrawal will be made according to the schedule below. **If you withdraw completely from the College and have received financial aid, you may be required to repay some or all of that aid.** Financial Aid recipients are subject to a Federal Refund Policy which supersedes the College's refund policy. Any student who fails to withdraw properly will be responsible for all tuition and fees incurred based on federal refund policy. Please check with the Financial Aid Office and the Bursar's Office regarding the status of your account. Any student dismissed by the College for disciplinary reasons shall not be entitled to any tuition, fee credit or refund. For additional information, contact the Office of the Bursar. The refund schedule is as follows:

Fall and Spring

<u>Segment of Semester</u>	<u>Refund</u>
Withdrawal within the First week of classes	50%
Withdrawal within the Second week of classes	40%
Withdrawal within the Third week of classes	30%
Withdrawal after the Third week of classes	No Refund

Summer Sessions

<u>Segment of Semester</u>	<u>Refund</u>
Withdrawal on the First day of classes	50%
Withdrawal on the Second day of classes	40%
Withdrawal on the Third day of classes	30%
Withdrawal after the Third day of classes	No Refund

REFUND POLICY

Students who are eligible for refunds due from federal loans or other overpayments will receive a refund within 14 days from the time it is posted/updated to the student's account. Students receiving bank loans may have funds in excess of first semester charges. These excess funds may be used to defray second semester charges. If a student wishes to voluntarily leave his/her credit for the next semester, this request must be made in writing and submitted to the Office of the Bursar. Otherwise, Student refunds will be deposited to his/her Liberty Bank account as indicated by the Student Refund Schedule. However, if the refund is generated from the loan proceeds of a Parent PLUS Loan, a refund check will be mailed to the borrowers address.

*Insert Link to Fall 2010 Refund Schedule

*Insert Link to Spring 2011 Refund Schedule

FEDERAL AID RECIPIENTS

Federal regulations require schools participating in the Student Financial Aid Programs to use specific refund policies for when students who receive financial aid withdraw from the College. This policy applies to tuition, fees, and room and board.

If a student withdraws from Tougaloo College and is receiving federal financial aid, a portion of these funds may need to be returned to the federal aid programs and/or lender for Stafford Loans based on the following:

The student withdraws before completing 60% of the semester; the student is only entitled to federal aid based on the percentage of time that was completed. Pro-rata funds are calculated and determined by the percentage of the semester that has been completed up to and including the official date of withdrawal.

Based on this calculation, the College determines the amount of financial aid that is unearned and is responsible for returning any portion necessary to the appropriate financial aid programs and/or lender. Financial aid funds are returned to the federal programs in the following order: Unsubsidized Federal Stafford Loan; Subsidized Stafford Loan; Federal Perkins Loan; Federal PLUS Loan; Federal Pell Grant and SEOG. Any remaining credit balances will then be returned to the state, college and/or student. Withdrawal from the College could result in a balance owed to the College for federal aid that must be returned to the federal programs and/or lender. No refunds will be made after the 60% point of the semester.

FEDERAL WORK STUDY/WORK AID

Tuition and fees are due in full at registration. However, Tougaloo College understands that additional aid may be required to cover the cost of attendance. That is why we participate in the Federal Work Study (FWS) and Work Aid programs. These programs provide jobs to students with financial need, allowing them to earn money to help finance their education. Students earn an hourly wage and are paid once a month. The Bursar's office will apply these earnings directly to any outstanding debt owed to Tougaloo College. After the full balance has been paid, Tougaloo College will deposit any remaining work-study or work-aid funds into their Liberty Bank account on the last working day of the month.

AGREEMENT TO PAY COSTS OF COLLECTION AND LEGAL FEES

In consideration for enrollment as a student at Tougaloo College, the student assumes full responsibility for the payment of all fees and charges, including interest and penalties, that incur or that may be assessed for enrollment in any current enrollment period or thereafter. These fees and charges include, but are not limited to, tuition, room, board, student activity fees, bookstore and laboratory charges, traffic fines and any interest, deferment charges, late charges, or penalties pertaining to any of these fees and charges.